B. CUSTODY MATRIX

WHO IS MAKING REQUEST	WANTS ACCESS TO RECORDS (INCLUDES PARENT/TEACHER CONF.)	WANTS ACCESS TO CHILD (INCLUDES PICKING UP CHILD, HAVING LUNCH WITH CHILD AT SCHOOL)
Custodial Parent (children live with)	Receives all information, report cards, notes home, etc.	Full access to child, subject to attendance center rules.
Non-Custodial Parent (children do not live with) NOTE: Iowa Supreme Court states that it is the responsibility of the custodial parent to "feed" information about school and school activities to the non-custodial parent. However, FERPA requires you to respond to a request from either parent. You DO NOT have to send information to the non-custodial parent if that parent has not asked for anything.	Per FERPA, non-custodial parent has same rights as custodial parent to child's records. If custodial parent doesn't want other parent getting records or attending p/t conferences, put burden on custodial parent to provide a court order that limits other parent's right to access records. DO NOT make non-custodial parent produce an order that states that s/he is entitled to access; the law gives him/her access absent an order to the contrary.	If terms of court decree or order clearly and specifically state that the non-custodial parent has visitation at the time and date requested, it's OK. If decree or order just states "liberal and reasonable visitation," consult your school attorney.
Step-Parent – married to custodial parent	No independent rights of access; must access via spouse. May attend p/t conference (if spouse consents) with or without spouse.	OK only with consent of spouse; do not have to get consent of non-custodial parent.
Step-Parent – married to non-custodial parent	No independent rights of access; must access via spouse. May attend p/t conference (if spouse consents) with or without spouse, unless there is a court order to the contrary.	If decree is specific as to time and date of visitation and if non-custodial parent (spouse of step-parent) consents, step-parent may pick up children. If decree is not specific, only OK with consent of custodial parent.
Grandparents, any relatives	If grandparent or other relative is the guardian, OK. If not, put burden on relative to get written consent from either parent (assuming parent could access the records) or a court order or decree.	If grandparent or other relative is the guardian, OK. If not, put burden on relative to get written consent from <i>custodial</i> parent or a court order that is specific as to times and dates. Remember: the lowa Supreme Court has said that grandparents have no rights to visitation with a grandchild without the consent of the parent.

Matrix, Continued		
WHO IS MAKING REQUEST	WANTS ACCESS TO RECORDS (INCLUDES PARENT/TEACHER CONF.)	WANTS ACCESS TO CHILD (INCLUDES PICKING UP CHILD, HAVING LUNCH WITH CHILD AT SCHOOL)
Court-Appointed Guardian	Full access	Full access
Foster Parent NOTE: Just because a child may be in foster care does not mean that the parental rights have been terminated!	Only way a foster parent has access to records is with written consent or direction of DHS office.	Full access; but cannot file for open enrollment, home schooling (CPI), etc., if parental rights have not been terminated and even then, not without written consent of DHS office.
Complete Stranger – includes a father with no legal standing	No rights without either parent's written consent.	No rights without custodial parent's written consent.

Child's Name

- 1. Cardinal Rule: **All official school records** for a student the permanent and cumulative records must list the **student's legal name**. This rule applies to first names also!
- 2. What schools can and must control:
 - a. name on report card
 - b. name on individual and class "school pictures"
 - c. name on student I.D. card
 - d. name on roster of activities (teams, clubs)
 - e. name on diploma
- 3. What schools can't control:
 - a. name student uses on papers, tests
 - b. name student asks to be called by teacher, peers
- 4. It may avoid trauma to the student to list stepfather's name in parenthesis, as long as the school's records clearly and unambiguously reflect the legal surname.
- 5. A parent may legally change a child's name without the consent of the other parent once the child is 14 years of age.